



PORTABLE SIGN PERMIT APPLICATION FORT SMITH, ARKANSAS

ONE SIGN PER APPLICATION

THE APPLICANT:

- a). Shall obtain a Sign Permit Application from the City Building Department.
- b). Shall fill out the application form and submit it along with a site plan showing the locations the sign on the property.
- c). **The application must be complete** in order for the City to review its contents.
- d). The applicant shall contact all the utility departments to verify utility locations.
- e). If the sign is along a state highway, the applicant shall contract the highway department for their approval.
- f). Questions concerning sign regulations, contact the Planning Department at 784-2216.

THE APPLICATION WILL BE:

- a). Checked by the City Planning Department to determine if the proposed sign will comply with the City Zoning Ordinances.

**THE APPLICANT SHALL NOT PLACE THE PORTABLE SIGN ON THE PROPERTY
UNTIL NOTIFIED BY THIS DEPARTMENT TO INSTALL THE SIGN.**

**PORTABLE SIGN PERMIT APPLICATION
FORT SMITH, ARKANSAS**

PERMIT NUMBER: _____

RENEWAL DATE: _____

Name of Business: _____

Site Address: _____

Date: _____

ZONING ORDINANCE:

Approved: _____

Denied: _____

ELECTRICAL INSPECTION:

Approved: _____

Denied: _____

LEGAL DESCRIPTION: (call the Tax Assessor at 783-8948)

Lot: _____ Block: _____ Subdivision Name: _____

*Attach metes & bounds description (if applicable)

Also include a site plan drawing showing all structures, setbacks, property lines, easements, property frontages, and all existing and proposed sign locations.

OR

The plans shall contain a certified land survey stamped by a licensed surveyor in the State of Arkansas. The drawing shall indicate all structures, setbacks, property lines, easements, property frontages, and all existing and proposed sign locations. See Sample Site Plan attached to rear of application.

SIGN DESCRIPTION:

Banner or Portable

Height of sign: _____

Width of sign: _____

Square footage: _____

Illuminated: yes no

Electrician: _____

EXISTING SIGN INFORMATION

Include ALL existing signs including portable signs, banners, gasoline, soft-drink & beer price signs, directional signs, etc.. Omitted information will delay approval of this application.

| TYPE (pole, wall) | LEGEND (what sign says) | HEIGHT | WIDTH | SQUARE FOOTAGE |
|----------------------|----------------------------|--------|-------|-------------------|
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| | | | | |

PERMIT NUMBER: _____

RENEWAL DATE: _____

Name of Business: _____

Site Address: _____

This notice will serve as the first renewal notice sent to you regarding your Portable Sign Permit.

OWNER OF PROPERTY:

Name: _____

Address: _____

City, State: _____

Phone: _____

LESSEE:

Name: _____

Address: _____

City, State: _____

Phone: _____

SIGN CONTRACTOR:

Name: _____

Address: _____

City, State: _____

Phone: _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Applicant's Signature

Date

SAMPLE

Building

Must show the location of the sign in relation to the property lines, with dimensions. Show any and all easements that are in the area that the sign will be located.

10' Utility Easement

Edge of pavement

Show all existing signs that will remain on the property.

Signs located in this area must be 12' clear between the ground and the bottom of the lowest panel.

Must locate the Right-of-Way

STREET NAME

STREET NAME